



Dauphin Neighbourhood Renewal Corporation 30 hours per week – 17.03 hourly (Term)

Do you love connecting and engaging with your community? The DNRC is looking for a committed, passionate, and self-directed individual to assist us with our community engagement, project development and implementation efforts. The ideal candidate would be creative, driven, well spoken with a keen ability to engage and support local community groups and members.

The Community Liaison will be responsible to the Executive Director of DNRC and will work closely with community members and organizations. Community events and partnerships will be hosted and developed in accordance with the vision, mission and community plan of the Dauphin Neighbourhood Renewal Corporation.

Responsibilities:

- Engage in community involvement.
- Work with a variety of community organizations in administering, organizing and facilitating community events which promote community connection and cultural diversity.
- Maintains the current roster of members of the Dauphin Neighbourhood Renewal Corporation.
- Assist in administration of the communications plan updating website information and maintenance of DNRC social media pages.
- Assist with the small grant advertisement, application and final reporting process
- Support the work of the Board of DNRC and sit on any sub-committees as required. This involves attending monthly board meetings of DNRC serving as the recording secretary for the board.
- Other duties as assigned by the Executive Director.

Qualifications:

- Education or related experience in the area of community development. Post-secondary education preferred.
- Strong collaboration and networking skills.
- Ability to work with groups and engage community residents and community organizations in the planning and execution of projects.
- Training and/or experience in event management.
- Valid MB driver's license.
- Ability to work independently and to meet time sensitive deadlines.
- Strong interest in community development through community engagement.
- Ability to communicate effectively both verbally and in writing.
- Skilled in using office software programs.
- Acceptable criminal record check and child abuse record check.
- Preference will be given to residents of Dauphin.

Please submit resumes with a cover letter by May 7th, 2021

Dauphin Neighbourhood Renewal Corporation

Attn: amanda.ledrew@dauphin.ca or send your resume to

100 Main St S, Dauphin, MB R7N 1K3